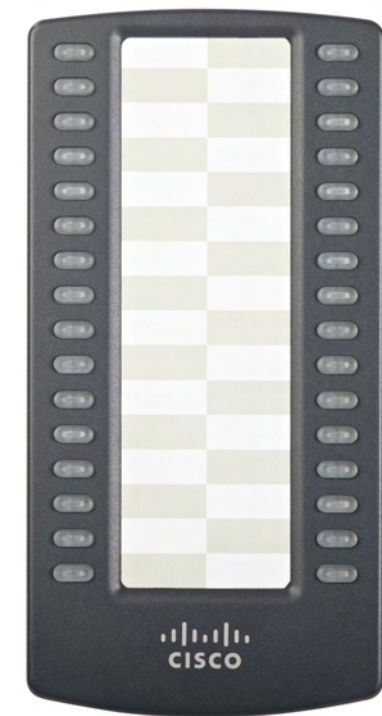




## Quick Start Guide



### Cisco Small Business

## SPA 500S 32-Button Attendant Console for Cisco Small Business SPA 500 Series IP Phones

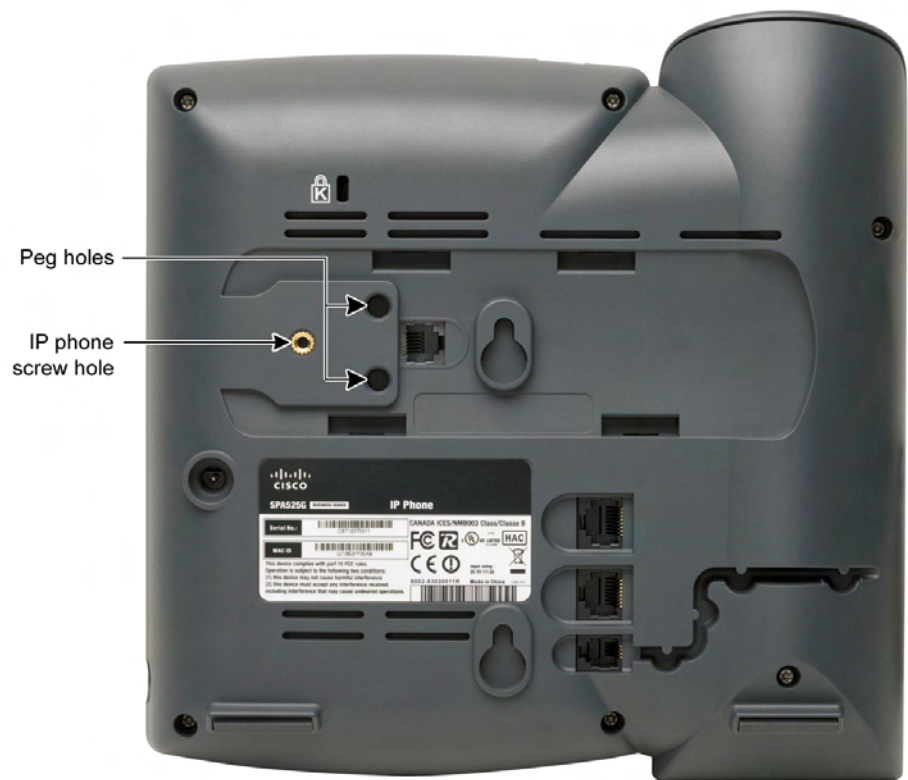
### Package Contents

- SPA 500S 32-Button Attendant Console for Cisco Small Business SPA 500 Series IP Phones
- Quick Start Guide
- Attachment Arm
- Attachment Arm Screws (2)
- Auxiliary Interconnect Cable
- Stand

## 1 Connecting the Equipment

The following procedure describes how to attach the Cisco SPA 500S to a Cisco SPA 500 Series IP Phone.

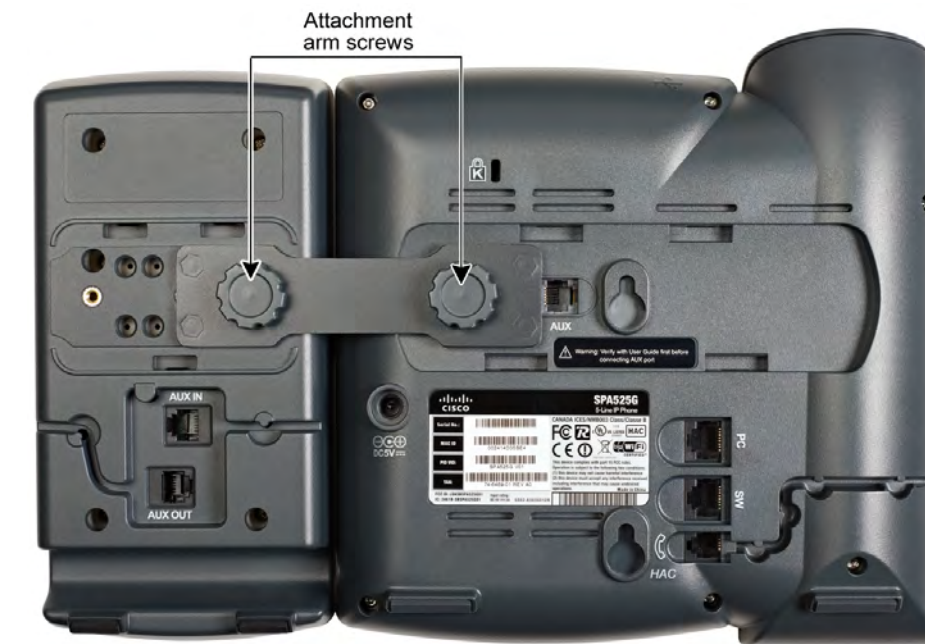
- STEP 1** Turn both the Cisco SPA 500 Series IP Phone and the Cisco SPA 500S face down.
- STEP 2** Align the screw hole in the Cisco SPA 500 Series IP Phone with one of the holes on the attachment arm.
- STEP 3** Insert the pegs on the attachment arm into the peg holes as shown below on the Cisco SPA 500 Series IP Phone.



- STEP 4** Using an attachment arm screw, secure the attachment arm to the Cisco SPA 500 Series IP Phone.
- STEP 5** Align the right screw hole in the Cisco SPA 500S with the unused hole on the attachment arm.
- STEP 6** Insert the pegs on the attachment arm into the peg holes on the Cisco SPA 500S.



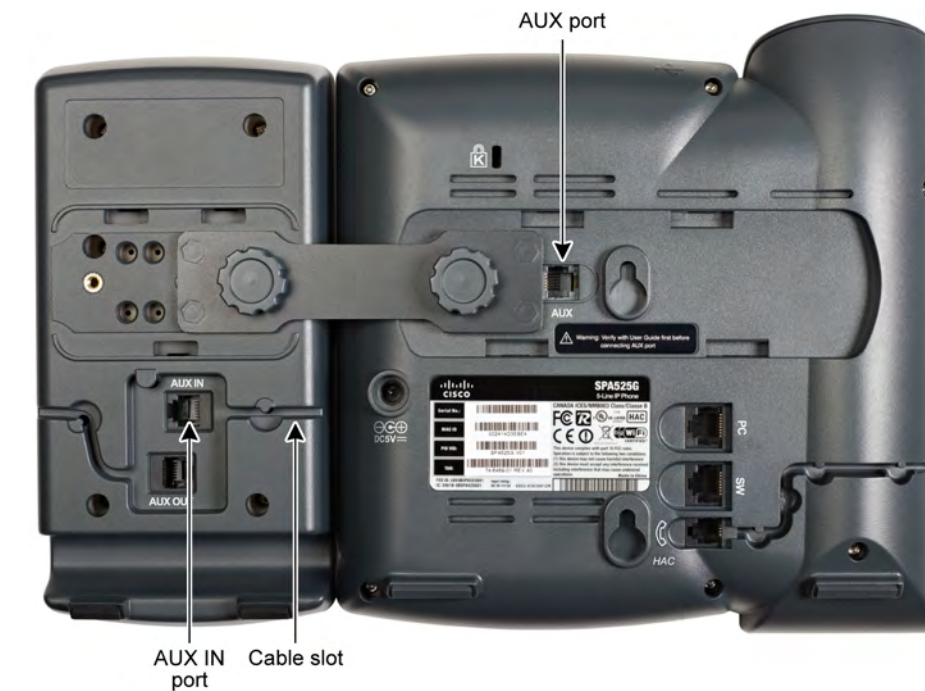
- STEP 7** Using an attachment arm screw, secure the attachment arm to the Cisco SPA 500S.



**CAUTION** Do not plug a telephone line cord into the AUX port. Use only the auxiliary cable provided with the Cisco SPA 500S.

- STEP 8** Locate the AUX IN port on the back of the Cisco SPA 500S. Connect one end of the auxiliary cable to this port.
- STEP 9** Locate the AUX port on the back of the Cisco SPA 500 Series IP Phone. Connect the other end of the auxiliary cable to this port. The Cisco SPA 500S is powered by the auxiliary cable with the Cisco SPA 500 Series IP Phone; no additional power source is required.

- STEP 10** Route the auxiliary cable inside the cable slot of the Cisco SPA 500S.



- STEP 11** Attach the appropriate desktop stand to each unit.



## 2 Connecting a Second Cisco SPA 500S

A maximum of two Cisco SPA 500S attendant consoles can be connected to a Cisco SPA 500 Series IP Phone. The instructions in this section are for connecting a second SPA500S. If you are not attaching a second Cisco SPA 500S, skip to the [Configuring the Cisco SPA 500S](#) section.

**STEP 1** Attach the first Cisco SPA 500S to the IP phone and connect the auxiliary cable as described in Section 1, [Connecting the Equipment](#).

**STEP 2** Align the left screw hole in the first Cisco SPA 500S with one of the holes on the attachment arm.



**STEP 3** Insert the pegs on the attachment arm into the peg holes on the Cisco SPA 500S.

**STEP 4** Using the attachment arm screw, secure the attachment arm to the first Cisco SPA 500S.

**STEP 5** Align the right screw hole in the second Cisco SPA 500S with the unused hole on the attachment arm.

**STEP 6** Insert the pegs on the attachment arm into the peg holes on the Cisco SPA 500S.

**STEP 7** Using the attachment arm screw, secure the attachment arm to the second Cisco SPA 500S.

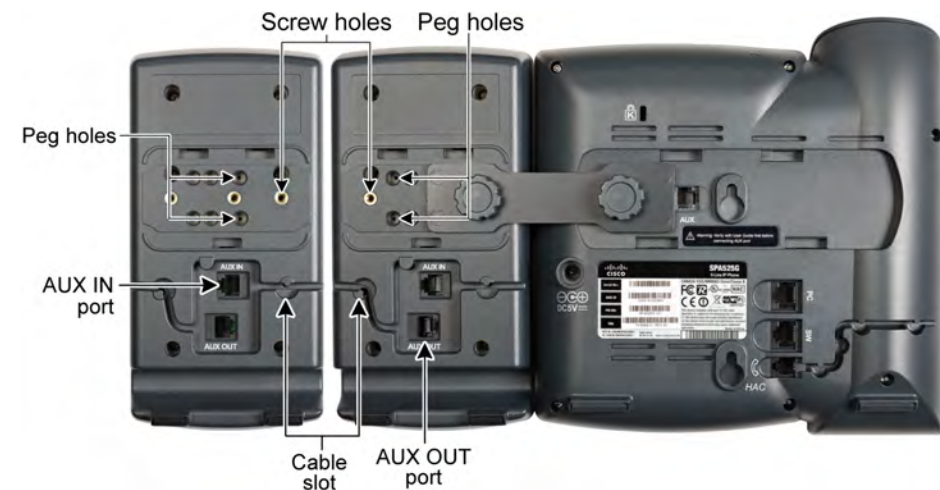


**CAUTION** Do not plug a telephone line cord into the AUX port. Use only the auxiliary cable provided with the Cisco SPA 500S.

**STEP 8** Locate the AUX OUT port on the back of the first Cisco SPA 500S. Connect one end of the auxiliary cable to this port.

**STEP 9** Locate the AUX IN port on the back of the second Cisco SPA 500S. Connect the other end of the auxiliary cable to this port.

**STEP 10** Route the auxiliary cable inside the cable slot. The Cisco SPA 500S is powered by the auxiliary cable with the Cisco SPA 500 Series IP Phone; no additional power source is required.



**STEP 11** Attach the appropriate desktop stands to each unit.

## 3 Configuring the Cisco SPA 500S

You can configure the Cisco SPA 500S buttons for speed dials, line monitoring, one-touch transfer, and other features (if supported by your phone system). To configure the Cisco SPA 500S:

- If the Cisco SPA 500S and attached Cisco SPA 500 Series IP Phone are part of a Cisco SPA9000 Voice System, we recommend that you use the Cisco SPA9000 Setup Wizard. See the *System Configuration Using the SPA9000 Setup Wizard Installation and Configuration Guide* on Cisco.com.
- If you want to manually configure the Cisco SPA 500S using the web-based configuration utility for the Cisco SPA 500 Series IP Phone to which the Cisco SPA 500S is attached, see the *Cisco SPA 300 Series, SPA 500 Series, and WIP310 IP Phone Administration Guide* on Cisco.com. This

guide also contains instructions for using the Cisco SPA 500S and attached Cisco SPA 500 Series IP Phone with a SIP call server, such as BroadSoft or Asterisk.

**NOTE** If you are using the Cisco SPA 500S and Cisco SPA 500 Series IP Phones with the Cisco Unified Communications Series for Small Business, use Cisco Unified Communications Manager Express or Cisco Configuration Assistant for phone and attendant console configuration and administration.

## 4 Using the Cisco SPA 500S

You can press a button on the Cisco SPA 500S to dial an associated line, pick up a call ringing at a line, or transfer a call to the line.

The options available on the Cisco SPA 500S depend on the phone system configuration. Your phone system might not provide all of the features mentioned in this document.

### Monitoring Lines

The color of a line button gives you information about the line being monitored.

#### SIP System:

- Green (steady): The line is idle.
- Green (blinking): The phone is in call-back mode.
- Red (steady): The line is in use.
- Red (slow blinking): The line is on hold.
- Red (fast blinking): The line is ringing.
- Orange (blinking): Phone registration has failed.
- Off: The line is not configured.

#### SPCP System:

- Green (steady): The line is in use.
- Green (blinking): The phone is on hold.
- Orange (blinking): The line is ringing.
- Off: The line is not configured.

## 5 Where to Go From Here

### Support

Cisco Small Business Support Community	<a href="http://www.cisco.com/go/smallbizsupport">www.cisco.com/go/smallbizsupport</a>
Cisco Small Business Support and Resources	<a href="http://www.cisco.com/go/smallbizhelp">www.cisco.com/go/smallbizhelp</a>
Phone Support Contacts	<a href="http://www.cisco.com/en/US/support/tsd_cisco_small_business_support_center_contacts.html">www.cisco.com/en/US/support/tsd_cisco_small_business_support_center_contacts.html</a>
Cisco Small Business Firmware Downloads	<a href="http://www.cisco.com/cisco/web/download/index.html">www.cisco.com/cisco/web/download/index.html</a> Select a link to download firmware for Cisco Small Business Products. No login is required. Downloads for all other Cisco Small Business products, including Network Storage Systems, are available in the Download area on Cisco.com at <a href="http://www.cisco.com/go/software">www.cisco.com/go/software</a> .

### Product Documentation

Cisco Small Business SPA 500 Series IP Phones	<a href="http://www.cisco.com/go/spa500phones">www.cisco.com/go/spa500phones</a>
Cisco Partner Central for Small Business (Partner Login Required)	<a href="http://www.cisco.com/web/partners/sell/smb">www.cisco.com/web/partners/sell/smb</a>
Cisco Small Business Home	<a href="http://www.cisco.com/smb">www.cisco.com/smb</a>

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